⬤ NRCS

Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

May 13, 2008

INDIANA BULLETIN NO. 180-8-6

SUBJECT: CPA – Update to Indiana Bulletin 180-8-4, Indiana Deployment of Customer Service Toolkit Service Pack 4 (SP-4), ArcGIS 9.2, and Soil Data Viewer (SDV).

Purpose: To update the information and to notify Field Offices of Information Technology Services schedule to upgrade NRCS Business Tools on local computers.

Expiration Date: September 30, 2008

This bulletin cancels and provides additional information to Indiana Bulletin 180-8-4 issued on May 6, 2008. Changes to 180-8-4 are highlighted.

National Bulletins 440-8-7 and 440-8-9 provided information for the deployment of Customer Service Toolkit Service Pack 4 (SP-4), ArcGIS 9.2, and Soil Data Viewer (SDV).

Indiana will begin installation of these upgrades the week of May 12, 2008. The local NRCS District Conservationist will coordinate a schedule with all impacted machines in their Office(s) to ensure they will all be available and logged on during the scheduled installation date(s). Local ITS personnel will contact local District Conservationists to make final arrangements for the installation for the entire Office. The installation will be completed using the following pattern - All the Service Centers covered by a CIT, then the CIT Office. The Area Office will be upgraded at the same time as the Local Service Center.

The installation schedule will be as follows, with all Indiana computers upgraded by June 30, 2008. Please make every attempt possible to adhere to this schedule to ensure all of our machines are updated by this date:

> Week of May 12, 2008 – Service Centers within the Albion CIT (including the NE AO)
> Week of May 19, 2008 – Service Centers within the Huntington CIT
> Week of May 26, 2008 – Service Centers within the Rensselaer CIT
> Week of June 2, 2008 – Service Centers within the Lebanon CIT (including the NW AO)
> Week of June 9, 2008 – Service Centers within the Princeton CIT (including the SW AO)
> Week of June 16, 2008 – Service Centers within the Greencastle CIT
> Week of June 23, 2008 – Service Centers within the Salem CIT
> Week of June 30, 2008 – Service Centers within the Greensburg CIT (including the SE AO)

District Conservationists, please work closely with your local ITS person and the Area RMS during this installation. It is planned that the installation will be done remotely. Once an office is scheduled for the installation, it is critical that all the machines be in the office and logged onto the network on that day. While the upgrade is occurring, you will not be able to use your machine, but you do not need to be present in the office. The upgrade should not take the entire work day, but please plan your schedule accordingly in the event that your machine is not available for that day.

DIST: 0

Prior to your scheduled installation, as a precaution, each user should place a copy of the following files from their C:/ home folders to the F drive.

> C:\Program Files\Microsoft Office\USDA Workgroup Templates\CRP\(CRP Templates.xlt)

> C:\Program Files\USDA\Toolkit5\Templates\(County specific GIS Templates)

It is also recommended to verify that copies of all program payment schedules are copied to the F or data drive. (F:\FOTG\Section_I)

Prior to the scheduled date of installation, all customers' folders will need to be checked back into the National Database. Do not leave customer folders on a machine that is scheduled for the update.

Once the installation is completed, the following software should be updated: ArcGIS, Toolkit, Soil Data Viewer, and DNR Garmin. Each machine should also be receiving a load of the LizardTech Data Viewer for viewing the county mosaic images and topo maps without opening ArcMap.

As a reminder, if a customer's ArcMap project file (created using ArcGIS 8.3) is opened and then saved back to the national database by a machine that has been updated with ArcGIS 9.2, it can not be accessed by a machine using ArcGIS 8.3. This is especially important for CIT and Area personnel, District Conservationists serving multiple counties, and Acting DCs, since they access multiple counties.

If a machine has been updated and you need to open a customer's ArcMap project file from an office that has not been updated, you may do so but do not save the customer folder back to the national database. Simply turn the copy into a read only and then delete it from the local machine when done.

Please direct all questions concerning this upgrade to Bruce Milligan, State Toolkit Coordinator, at (317) 290-3200, ext. 347, or to Bruce Nielsen, State GIS Coordinator, at ext. 349.

/s/

JANE E. HARDISTY
State Conservationist

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